

To,

Date: 01/8/2022

The Head of the Department,
Aerospace Engineering
PEC, Chandigarh

Subject: Request to allot a cabin and other accessories

I am Dr. Surendra Verma, working as an Assistant Professor (on contract) in the Department of Aerospace Engineering of PEC, Chandigarh. I request you to please allot me a cabin for my working. Also I need following items for the smooth working.

1. Table, Chair, Desktop, mouse, keyboard, power backup
2. Whiteboard and Marker
3. Paper sheets and other stationary accessories
4. Printer and scanner
5. Dustbin

I request you to make needful arrangement for the same. I would be very thankful to you.

Yours Sincerely

Dr. Surendra Verma
Assistant Professor
Aerospace Engineering Department
PEC, Chandigarh
(9475618023)